

ROYAL BOROUGH OF GREENWICH



DIRECT SERVICES
TO SCHOOLS AND
CHILDREN'S CENTRES
—— 2018 - 2019 ——



This Award is part of the Quality in Study Support Programme at Canterbury Christchurch University and is endorsed by the Department for Education.



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APPRENTICESHIP
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INTRODUCTION

Welcome to the 2018-19 Direct Services to Schools brochure which brings together a wide range of educational and business services provided by the Local Authority. It is our intention to ensure that our services are high quality, value for money and are clearly focused and adaptable to your needs.

We have a strong track record of partnership working with schools to improve educational outcomes, and your continued successes in this respect, is testament to this. It is therefore imperative to us to continue to support you in providing the highest quality education to children and young people.

We are really pleased to announce that in 2017 Royal Greenwich achieved the status as one of the Top 100 Apprenticeship Employers! The Royal Greenwich Schools Apprenticeship programme has been really successful in offering bespoke learning opportunities, developed in partnership with school leaders.

Your feedback is important to us and helps us shape the services we offer to you. If you feel there's a service that we could provide, or simply an idea on how we could deliver a current service differently, then please let us know by contacting Caroline Banin, Head of Direct Services to Schools on: caroline.banin@royalgreenwich.gov.uk or 020 8921 4704.

Thank you for your continued support and we look forward to working with you over the coming year.

Best Wishes

Tracy Russell
Senior Assistant Director
Inclusion, Learning and Achievement
Children's Services

OUR SERVICES

To enable ease of access, we have again grouped teams according to areas of expertise. These are:

- SCHOOL IMPROVEMENT SERVICE INCLUDING GOVERNOR SERVICES
- PERFORMANCE ANALYSIS SERVICE
- CURRICULUM
- VIRTUAL SCHOOL FOR LOOKED AFTER CHILDREN
- BEHAVIOUR AND ATTENDANCE
- APPRENTICESHIP PROGRAMME
- SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND) SERVICE
- DIRECT SERVICES - SUPPORT SERVICES
- NEWLY QUALIFIED TEACHERS (NQTs)
- SCHOOLS ACCOUNTING BURSARIAL SERVICE
- HUMAN RESOURCES COACHING AND ADVICE SERVICE
- OCCUPATIONAL HEALTH, SAFETY AND WELLBEING SERVICE
- LEGAL SERVICE
- RESPONSIVE AND CYCLICAL MAINTENANCE SERVICE
- PROPERTY CONSULTANCY SERVICE
- ENERGY PROCUREMENT SERVICE

All services provided by Royal Borough of Greenwich Direct Services can also be found and accessed via our website: <http://servicestoschools.royalgreenwich.gov.uk>

OUR CHARGES

The brochure provides a clear outline of our charges. These have been approved by school representatives attending focus groups within the Local Authority.

Further details can be found within each service description contained in this brochure, or by contacting the named individual for bespoke packages.

OUR PLEDGE

Royal Borough of Greenwich Direct Services realise the importance of working with stakeholders to ensure that we maintain and improve on the effective and good quality services we offer. To achieve this we have embedded in all packages mechanisms that support both on-going evaluation and the implementation of stakeholder feedback. Additionally, please contact Caroline Banin, Head of Direct Services to Schools on caroline.banin@royalgreenwich.gov.uk or 020 8921 4704.

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CORE SERVICES AVAILABLE TO ROYAL BOROUGH OF GREENWICH SCHOOLS

SCHOOL IMPROVEMENT SERVICE INCLUDING GOVERNOR SERVICES

Early Years Foundation Stage, Primary and Secondary

- The provision of key information, advice and guidance: EYFS – KS5
- Brokering of school-to-school support to build capacity and make a bigger difference
- Support for schools to ensure that Ofsted judgements of good or better are achieved or maintained
- Effective school self-evaluation to accelerate improvement in all schools
- Early, swift and decisive intervention in schools causing concern
- Local Authority School Monitoring Meetings (LASMMs) for maintained providers, whose results indicate underperformance and limited progress in closing the gap with national, and where appropriate, London performance
- Ensuring all schools have systems in place to enable them to submit reliable and accurate data
- Provision of training and advice in EYFS, KS1 and KS2 assessment and reporting arrangements
- Facilitation of moderation EYFS – KS5 in order to provide external challenge and validation of school results, enabling leaders to be confident, robust and accurate
- Local Authority networks which help leaders and managers to keep up to date on live issues, explore the implications and share exemplary practice
- Advice and guidance on monitoring vulnerable groups, including the impact of pupil premium funding
- Leadership and facilitation of the Learning Improvement Partnerships (LIP) to accelerate achievement and raise standards



- Advice, support and guidance on 14-19 statutory responsibilities and accountabilities
- Challenge meetings for providers where there is underperformance in 14-19 outcomes
- Monitoring the delivery of 14-19 priorities and outcomes for young people
- Monitoring and evaluation of the IAG contract and sharing best practice (Information Advice and Guidance)
- Guidance on changes to 16-19 funding arrangements and checking accuracy of outcomes
- Post 16 progress meetings with providers which identify strengths and areas for development and which help leaders to rehearse the narrative for their self-evaluation

Governor Services

- Advice and guidance on all legal aspects of governance to governors and independent clerks
- Completion of Instrument of Government as required
- Support for governing boards of schools causing concern or requiring intervention
- Director's Briefing to Chairs of Governors - 3 times a year

PERFORMANCE ANALYSIS SERVICE

- Advice and support to schools for the termly school census and onward submission to the DfE on behalf of non academy/free schools
- Advice and support for submission of statutory assessment data during the summer term

CURRICULUM

Personal, Social, Health and Economic Education (PSHE) Service

- Advice and support for curriculum development, including specific PSHE topics and SMSC development
- Delivery of Sex and Relationships Education (SRE)
- Delivery of Drug Education

Virtual School for Looked After Children

- All looked after children education services outlined within the brochure are considered as Royal Borough of Greenwich core services

BEHAVIOUR AND ATTENDANCE

Attendance Advisory Service

- Child Missing Education (CME) advice, guidance and support



- Child Employment and Entertainment (CEE) advice and guidance; issuing of child performance chaperones and employment licences, in agreement with schools
- Prosecution of parents/carers who fail to ensure regular attendance at school through Magistrates' Courts
- Advice for parents and schools on issues relating to Elective Home Education
- Penalty notices issued to parents who fail to ensure regular attendance for their children
- School Attendance Orders for children and young people who have no designated school or where parents do not engage with their child's identified school
- All maintained schools will have a named Attendance Advisory Officer

Behaviour Support Service

- Access to Primary and Secondary Fair Access Panel (FAP), supporting educational needs of pupils with a history of challenging behaviour and/or deemed as being vulnerable
- Support for schools with exclusion: information, advice and guidance regarding procedures and legal framework when need arises. Attendance at disciplinary committee hearings and support with setting up exclusion review panels

Educational Psychology Service

- Named Education Psychologist to provide 4 visits per academic year, per school
- Provision of statutory assessment-related advice and support



SEN

- All SEN services outlined within the brochure are considered as Royal Borough of Greenwich core services

HUMAN RESOURCES PROFESSIONAL SERVICES

- National/Local Conditions of Service - Notification of national pay awards and new conditions of service arising from the national negotiating machinery, and of any local agreements, for both teaching and support staff
- Dismissal of Staff - The Director of Children's Services (DCS) has the right to attend any hearing that could end in dismissal of staff employed by the Local Authority
- Pre-Employment Safeguarding Checks – Basic checks to support safer recruitment of staff i.e. Enhanced DBS Checks and The Children's Barred List, administered by Payroll
- School Workforce Census - Royal Greenwich will submit the return on behalf of schools. The Schools' HR Professional Services Team reserves the right to levy an additional charge for those schools generating substantial errors and queries. £10 per error/query may be charged
- Industrial Action - Written information will be provided on statutory advice. We will collate and provide information to corporate

and external regional bodies on the effects of industrial action

CHILDREN'S CENTRES

- Joint monitoring of Children's Centre services and performance by a specialist, multi – disciplinary LA team
- Ensuring a named LA representative attends Children's Centre Advisory Board meetings to provide key updates and identify development needs

Please note: core services are only offered to Royal Borough of Greenwich Schools



SCHOOL IMPROVEMENT SERVICE

Early Years Foundation Stage, Primary, Secondary (11-19) and Governor Services

The School Improvement Service in the Royal Borough of Greenwich consists of highly skilled and qualified advisors who are totally committed to ensuring the best possible outcomes for children and young people.

We have a history of strong partnership work with schools and settings which has contributed to the transformation of outcomes for children and young people in the Royal Borough of Greenwich.

We will work in partnership to provide well matched, bespoke programmes which will challenge all schools and settings to improve.

Leadership and curriculum support can be provided by specific advisors, who have had considerable success in raising standards and improving teaching and learning. They will work with you to provide effective subject support, specific to the needs of your school.

Governor Services provide high quality professional clerking, crucial to the effective functioning of governing boards. The Governor Services team help governing boards to understand their role, function and the legal duties of school leadership and management.

These packages are focused on building capacity so that you can continue your journey towards outstanding. In addition, the Performance Analysis Service (PAS) can provide in-depth data analysis to support this work.

Our services are available to any individual or organisation involved in the education and care of ALL children and young people.





1. EARLY YEARS FOUNDATION STAGE, PRIMARY AND SECONDARY

How can we help you?

The achievement of children and young people

- Ensuring that tracking systems are robust and that appropriate strategies are in place to enable all children and young people to make expected or better progress
- Supporting settings, schools and colleges to make secure judgements about pupil progress through quality assurance and moderation
- Ensuring effective use of resources, including the Pupil Premium, to secure the best outcomes for vulnerable and disadvantaged groups

Improving the quality of teaching

- Tailoring support for practitioners, teachers and leaders to enable them to meet the rigour of the Teaching Standards so that their practice is typically good or better
- Supporting schools in understanding and developing innovative and appropriate curricula
- Ensuring that assessment data, including high quality feedback, is used effectively to inform learning

Behaviour for learning

- Understanding how well-being and involvement improve outcomes for learners
- Ensuring that pupils are effectively engaged in their learning in order to maximise the impact in lessons
- Encouraging positive transitions and independence so that pupils are successful and take ownership of their learning

Quality of leadership and management

- Building leadership capacity, at all levels, to identify precisely areas of strength and areas requiring further improvement
- Challenging leaders at all levels to evaluate their impact on standards and outcomes for children and young people

Any of our services can be tailored to suit your individual needs.

A suite of discrete packages is detailed on our website.

Statutory Assessment: Academies and Free Schools

The Royal Borough is able to act as the named LA for academies and free schools and provide services to support statutory assessment requirements. Please contact us for further details.

COSTS

Daily cost per service provider £550 per Advisor (note all charges are inclusive of administration costs)

2. IMPROVEMENT PARTNER PROGRAMME (IP)

(Sept 2018 - July 2019)

School Improvement Partners provide a single point of contact for the school. They work with school leaders to support, challenge and validate self-evaluation.

They are able to facilitate teaching and learning reviews and support the development of leadership at all levels. They can assist schools in preparation for Ofsted inspections, including desktop surveys of school websites, data and documentation.

Working across a multi-disciplinary School Improvement Service they are also able to broker bespoke CPD and facilitate the sharing of best practice.

How can we support you?

Your Improvement Partner will provide three half day visits over the academic year, which are tailored to meet your school's needs. You will receive a record of each visit, which can be part of your evidence of external challenge and validation.

The Improvement Partner will:

- Discuss and agree the required support for the year
- Ensure visits support the school's improvement priorities
- Provide relevant email or telephone support

Headteacher Performance Management

Royal Greenwich can provide external advisors for Headteacher performance management.

COSTS

- The total cost of the service is £1750 per academic year
- Improvement Partner Programme plus Headteacher Performance Management £2300
- Headteacher performance management only £550

Bespoke options and costs can also be tailored for schools working in partnerships or academies, including MATs.

You can also commission additional bespoke support through the Direct Services website. For Royal Borough of Greenwich schools that are part of the Local Authority and School Monitoring Meeting (LASMM) process the cost of the IP programme will be met by the LA as part of the package of targeted support.



3. GOVERNOR SERVICES

Clerking, Advice and Training

- The clerking of full governing board meetings - involving planning and preparation of agendas, electronic distribution of papers, production of minutes, national and local updates and follow up action
- Updates for the governing board on national and local updates through the production and circulation of the Termly Information Paper
- Support and preparation for Ofsted inspection
- Advice on governors' attendance/ continued membership of the governing board
- Attendance of one delegate at the biennial Governors' Conference
- Support with the development of the governing board's strategic plan
- Advice and support on all legal aspects of governance, including pupil discipline committees, staff discipline committees and complaint hearings

- Termly, targeted briefing sessions through the clerks' update at governing board meetings
- Supply and analyse the governing board skills audit
- Trained assessor who can provide support to governing boards who wish to either pursue the Governor Mark accreditation or use the materials as a toolkit for self-evaluation
- Advice and guidance on all legal aspects of governance
- Attendance at all training and development courses e.g. induction training for new governors and chairs' training

Additional Services

Schools have the opportunity to buy additional services:

- Bespoke training, 2 hours - £250
- Clerking of extra meeting, including committee, complaints, disciplinary etc. (up to 8 hours including preparing and post meeting follow up) - £200





- Academy Trusts - advice and support for delivering the statutory role of the Trustees including clerking meetings

Where a school has an independent clerk, please contact Governor Services so a bespoke package of support can be tailored to your needs.

If a school doesn't buy into the Standard Package and a governor would like to attend a training course the following charges would apply.

Attendance for one governor at a:

- 2 hour training session: £50
- Full day training session: £125
- Attendance at conference: £125

Service standards and benefits

Governor Services aim to secure school improvement through enhancing the quality of governance in schools. This will include provision of high quality support and advice services that incorporate the key values of self-evaluation and improvement.

We will provide:

- A high quality service delivered by trained, experienced clerks with a strong understanding of governing bodies' operational and strategic needs and enhanced DBS
- Agendas and minutes to all members of the governing body in an electronic format. Draft minutes from governing body meetings will be sent within a maximum of ten working days

- A rapid and effective response to all queries
- A flexible and responsive service which will meet the needs of your governing body with a dedicated support officer who has an understanding and knowledge of your school's context
- Comprehensive and high quality Continual Professional Development programme

COSTS

Standard package - Clerking, Advice and Training: £3,400

Advice and Guidance: £850

(This support can be purchased where the school has an independent clerk)

These services are offered in addition to core services listed on page 4

CONTACT FOR ALL SCHOOL IMPROVEMENT SERVICES

Julie Taylor

Head of School Improvement

Tel: 020 8921 5560

Email: julie.taylor@royalgreenwich.gov.uk



PERFORMANCE ANALYSIS SERVICE (PAS)

The Performance Analysis Service (PAS) are the central point of data analysis and performance reporting within Children's Services. The service has a history of working in strong partnership with schools and other services within Greenwich to help support the continued raising of standards and achieving the very best outcomes for children and young people.

We are responsible for statutory data reporting in relation to the termly school census and submission of early years and primary assessment data. We undertake a range of detailed analysis of assessment data and offer a range of analysis packs and services to schools.

We offer a core service to all schools with additional support and packages available as part of a service agreement.

How can we support you?

Our core offer:

School census - we provide advice to ALL schools, both in terms of written guidance and telephone support. Non academy/free schools submit their census via the local authority and PAS complete data validation checks and work with schools to clear any errors and queries. We do not have access to the returns of academy/free schools however please see our census checking service to see how we can support you further beyond the general advice offer.

Submission of statutory assessment - we provide guidance to ALL schools to support you in the submission of your EYFSP, Phonics, KS1 and KS2 data during the summer term.

In year/bespoke assessment advice - schools that purchase the PAS school analysis packs can

contact the service at any time during the year to seek advice as to the best use and interpretation of their assessment data. This may be in terms of understanding how best to use their analysis packs or guidance as part of Ofsted preparation.

COSTS

Primary Schools	
Description	Cost
Analysis package consisting of:	
• One page results summary*	• £850 for 1 - 1.5 form entry schools
• EYFSP analysis pack	• £1,100 for 2+ form entry schools
• Phonics analysis pack	
• Key Stage 1 analysis pack	
• Key Stage 2 analysis pack	
• Pupil Premium gap analysis*	
Provisional versions of the one page summary and packs are released as data becomes available, followed by final versions once all data is confirmed	*The one page summary and the pupil premium gap analysis can be purchased as stand-alone items @ £150 each

Secondary Schools	
Description	Cost
• One page results summary	• £1,500 for schools without a sixth form
• Key Stage 4 analysis pack	
• Key Stage 5 pack (as applicable)	• £1,800 for schools with a sixth form
• Bespoke performance analysis (up to one day)	

Where schools buying into our analysis packs are part of a MAT and not all schools in the MAT are buying in, we ask that the contents of our analysis packs are not shared across the MAT as this would be unfair on schools that buy into our services





Special Schools	
Description	Cost
We are happy to provide analysis support to our special schools however there is no 'standard' product that would meet the needs of all. Schools can contact us to discuss their specific requirements and we will tailor a package to suit e.g. attendance/PA analysis	Agreed on case by case but daily rate (£350) is starting point e.g. package that takes a day to produce would be £350

Ad Hoc services and support	
Description	Cost
Schools may have specific needs that they require support on or training requirements. Examples may include: <ul style="list-style-type: none"> • ASP training in school • Bespoke data analysis • MAT level analysis Please contact us to discuss any needs you may have	<ul style="list-style-type: none"> • Daily rate of £350 (pro rata'd as applicable)

School Census checking for academies and free schools	
Description	Cost
The LA does not have access to the school census data for these schools during the submission period so cannot support with data checking/validation.	<ul style="list-style-type: none"> • Primary and Special - £100 per term • Secondary - £250 per term
Schools can grant access to the LA if support is wanted; schools can opt for all terms or just specific terms.	Schools can buy just for the terms they want support e.g. October/Autumn

CONTACT

Joanne Burgess
Head of Performance Analysis Service
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Tiarnan Doherty
Performance Analysis Team Leader
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CURRICULUM SUPPORT SERVICE

Curriculum support will focus on improving the quality of teaching, learning and leadership linked to the Ofsted criteria. Schools will be offered effective programmes targeting their specific needs with a particular focus on vulnerable groups of children and young people. Our specialist advice and support provides a major contribution to schools' statutory responsibilities to promote pupils' wellbeing, as well as the development of a positive school ethos.

This service will be delivered by experienced experts in the following subject areas: Music, Personal Social Health and Economic Education (PSHE) and Physical Education.

1. MUSIC HUB SERVICE

(Sept 2018 - July 2019)

How can we support you?

The Music Hub provides a range of services through a School Music Agreement (SMA). The offer has been extended and enriched this year and includes the following packages (available to schools at both primary and secondary level).

Programmes:

First Access

- A specialist whole class instrumental tuition programme for beginners targeted at years 3 and 4.

Cost: £1600 or £2400 per term based on recommended 2 or 3 tutor model.
A complete yearly course runs for 3 terms.

A secondary school package aimed at year 7 students with no previous instrumental experience is also available.

Second Access

- Aimed at students in years 4, 5 and 6, who have completed a year of First Access and show musical promise. An in-school progression route focused on small group tuition and ensemble work designed to develop core instrumental skills.

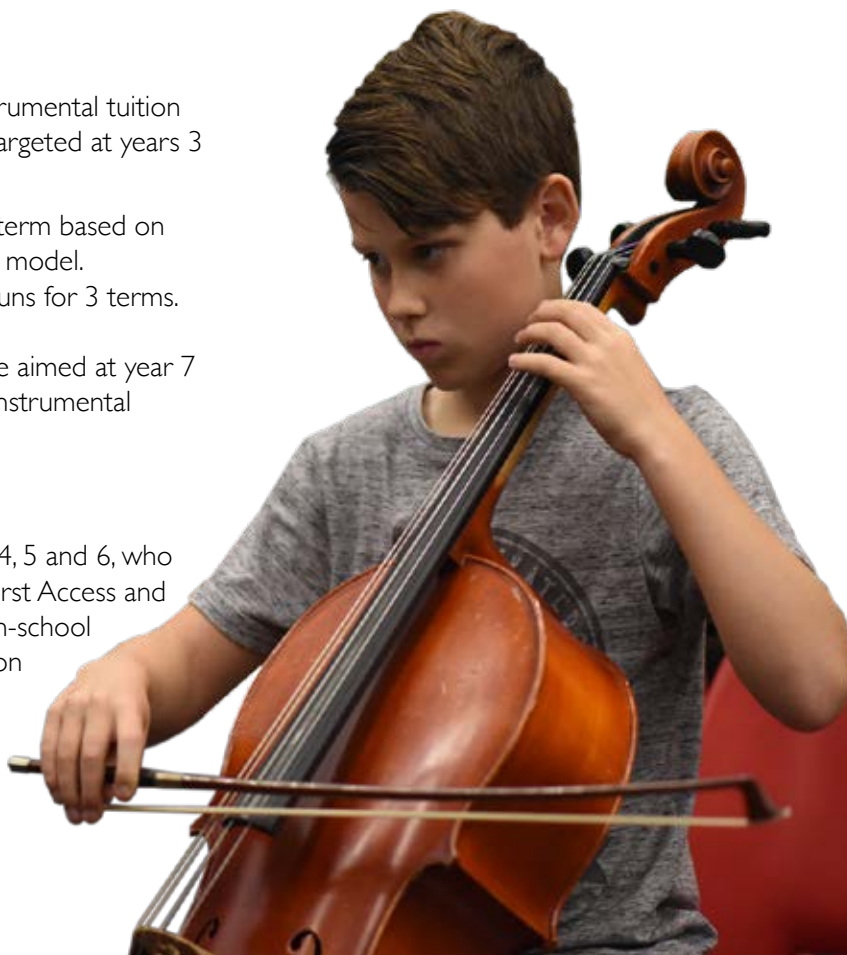
Cost: 1 tutor £40ph
- minimum 2 hours

Specialist Instrumental Music Tuition (SIMT)

- Stand-alone progression route catering for individual or small group instrumental tuition on the peripatetic model.

Cost: 1 tutor £40ph - minimum 2 hours
progression route for young musicians showing promise.

Cost: Hub tutors £40 per hour





Support

School Music Education Plan (SMEP)

- A fully subsidised visit by members of the Hub Management Team to discuss aspects of curriculum, planning and delivery. This meeting includes an opportunity to review current Ofsted requirements and developments in music education practice.

Progression support

- Schools can contact the Hub at any time to discuss or arrange a free meeting with members of the management team regarding out of school progression programmes. These activities include: The Royal Greenwich Music Centre (RGMC), Animate Orchestra, The Royal Greenwich Youth Orchestra, and additional partnership projects.

Performance Opportunities

- Access to large scale, high profile celebration and performance events.
Cost: Typically £200 although cost can vary depending on event.

Instrumental Loan Service

- Instruments and instrument sets are available on loan from the Hub with prices varying according to value.
Cost for a whole class set: £120 per term.

Singing support

- As part of the Hub's singing strategy, schools can request a fully subsidised support visit from a member of the Hub Management Team to discuss and advise on aspects of curriculum, delivery and repertoire. Specialist singing tutors are also available upon request.

CONTACT

Sheryl Moss
Finance and Administrative Officer
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or
Lindsay Evernden
Head of Music Hub Services
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Email: lindsay.evernden@royalgreenwich.gov.uk

2. PERSONAL, SOCIAL, HEALTH AND ECONOMIC EDUCATION (PSHE) SERVICE

How can we support you?

Development of whole school approaches to health and wellbeing

- Development of school ethos and learning climate
- Review of PSHE provision
- Advice and support for curriculum development, including specific PSHE topics, and for Spiritual, Moral, Social and Cultural (SMSC) development
- Curriculum planning and development on all aspects of PSHE education
- PSHE Education assessment for learning
- Support in achieving Healthy Schools London Awards

Curriculum planning

- Delivery of Relationships and Sex Education (RSE)

- Delivery of Drug Education
- Delivery of Lesbian, Gay, Bisexual and Transgender (LGBT) inclusion

Pupil and parent voice

- Advice and support on school provision
- Advice and support on identifying the needs and impact of working with parents/carers to establish partnerships for learning

COSTS

PSHE, SMSC, RSE and Drug Education services are core services and FREE of charge to Royal Borough of Greenwich Schools

Daily cost per PSHE Advisor £450
(note all charges are inclusive of administration costs)

CONTACT

Michele Holmes
Senior Public Health Manager
(Schools Aged Health and Wellbeing)
Tel: 020 8921 6813
Email: michele.holmes@royalgreenwich.gov.uk



3. Physical Education Service

How can we support you?

The achievement of children and young people

- Guidance and support on Physical Education and School Sport (PESS) entitlement
- Guidance and support on inclusive practice

Improving the quality of teaching

- Lesson observations and feedback to improve quality to good or outstanding
- Provision of model lessons
- Supporting schools in understanding and developing innovative and appropriate pedagogy
- Ensuring that assessment data, including high quality feedback, is used effectively to improve learning

Behaviour and safety of children and young people

- Providing guidance on the safe practice of PESS
- Advice and guidance on health and safety and risk assessment of PE outdoor activity
- Guidance on quality assurance of external agencies

Leadership and management

- Supporting leadership of PESS activities in the school provision



- Access to inter and intra school competition through the School Games Competition Framework
- Advice on the strategic planning of the PE curriculum and the expenditure of the PE sport premium
- Linking schools with external agencies
- Keeping schools up to date with local and national developments

COSTS

Daily cost per Advisory Teacher (PE and Sport) £450
(note all charges are inclusive of administration costs)

CONTACT

Caroline Banin
Head of Direct Services to Schools
Tel: 020 8921 4704
Email: caroline.banin@royalgreenwich.gov.uk

VIRTUAL SCHOOL FOR LOOKED AFTER CHILDREN

“Providing leadership to those supporting educational outcomes of the looked after child.”

The Virtual School Team is committed to working in partnership with schools to narrow the outcome gap that is seen nationally for Looked After Children (often abbreviated to CLA).

Our dedicated and experienced team work in partnership with schools and all those who affect the education of Looked After Children. We monitor and track individual children and provide guidance on appropriate strategies. We advise and guide on leadership issues, legislation and statutory areas. Our bespoke services support staff to both understand the issues that affect Looked After Children and to develop strategies to support them achieve. Our services are available to any school or organisation that works with Looked After Children.

How can we support you?

Achievement of children and young people

- Supporting and attending Personal Education Planning meetings
- Using the data you provide to allocate extra tuition or support in the home
- Liaising with other boroughs and other agencies to ensure all Looked After Children achieve the best outcomes
- Working with your designated teacher to ensure Pupil Premium is used on the most effective strategies for individual Looked After Children
- Supporting young people in care to engage in extra curricular activities
- Supporting young people in care to have post 16 and post 19 aspirations

Improving the quality of teaching

- Supporting the implementation of whole school teaching strategies for Looked After Children
- Providing strategies that assist social workers and foster carers in supporting young people with their education
- Providing training for designated teachers and sharing of practice opportunities for all staff working with Looked After Children, for example whole school teaching on attachment and learning

Behaviour and safety of young people

- Providing guidance on exclusions and attendance policies for Looked After Children
- Providing guidance on supporting individual young people who are struggling with school

Leadership and management

- Supporting strategic development of services for Looked After Children
- Ensuring governing bodies, Headteachers and designated teachers have a clear understanding of how to meet their statutory responsibilities
- Linking schools with each other and with external agencies
- Keeping schools up to date with national developments

COSTS

Core services, FREE of charge to Royal Borough of Greenwich Schools

CONTACT

Sally Kelly
Head of Inclusion
Headteacher, Royal Borough of Greenwich Virtual School
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BEHAVIOUR AND ATTENDANCE

Our Behaviour and Attendance specialists practice a holistic approach that is both responsive and flexible to the needs of service users.

Through early intervention our services contribute positively to improving school attendance and reducing persistent absence, in addition to investing in the social and emotional development of children and young people.

Our methodology brings together diverse skills, experience and knowledge that aims to develop school confidence to affect behaviour change for children and young people and supports staff in promoting sustainable change and development that provides the very best outcomes for pupils.

1. ATTENDANCE ADVISORY SERVICE

How can we support you?

- Strategic support, advice and guidance on DfE initiatives, statutory guidance, legislation, data analysis, whole school systems, code analysis and absence categorisation, reduction of absence (overall, unauthorised and persistent) in preparation for an Ofsted inspection
- Production of an attendance strategy and associated guidance documents
- Support for pastoral staff and attendance leads in schools
- Meeting with parents and pupils
- Case work with pupils and families
- Gathering evidence to demonstrate the correlation between good school attendance and high pupil attainment

COST

Attendance & Behaviour Support Services:

Daily cost per Behaviour and Attendance Advisor
Between £350- £450 per day, dependent on service required
(note all charges are inclusive of administration costs)

These services are offered in addition to core services listed on page 4

CONTACTS

Suzanne Morgan
Team Manager/Court Officer Attendance Advisory Service
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Head of Inclusion
Headteacher, Royal Borough of Greenwich Virtual School
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2. PRIMARY BEHAVIOUR SUPPORT SERVICE

How can we support you?

Planning, delivery and monitoring of support and intervention for pupils

- At risk of exclusions
- Via Early Intervention
- With SEMH (Social Emotional Mental Health) to ensure that they receive suitable and appropriate education

Behaviour support

- Early Intervention via Pastoral Support Programme (PSP) and Early Help Assessments (EHA)
- Management of the EHA process including organisation of meetings, and monitoring of plan including Lead Professional role
- Committed work in partnership with families, a range of professionals and voluntary organisations
- Support with access to Local Authority Fair Access Panel (FAP) to facilitate managed moves with allocated support according to need as discussed and agreed at FAP
- Dedicated team to work with primary pupils in their new setting and alongside class and school staff to support the reintegration
- Management of FAP placements and monitor by review
- Attendance at Child Protection Conferences
- Advice and consultation on managing pupil exclusion and how to use statutory exclusion guidance
- Support for year 6 pupils with secondary school transition

Whole School 'Behaviour for Learning'

As part of a quality assurance process, and for Ofsted inspection preparation, the review would include:

- Evaluation of the impact of systems and procedures to manage and improve behaviour



- Analysis of the school's exclusion/inclusion data, including internal exclusion, with a focus on specific groups if appropriate
- Discussion with groups of representatives from key stakeholders: SLT, staff (teaching and non-teaching), pupils, parents/carers and governors
- Evaluation of behaviour for learning in lessons
- Evaluation of the behaviour and safety of pupils around school
- Senior leaders joining consultants in lesson observations and behaviour and safety walks

COST

Core services, FREE of charge to Royal Borough of Greenwich Schools

CONTACTS

Sara Sparham
Primary Behaviour Manager
Tel: 020 8921 2133
Email: sara.sparham@royalgreenwich.gov.uk

Sally Kelly
Head of Inclusion
Headteacher, Royal Borough of Greenwich Virtual School
Tel: 020 8921 5821
Email: sally.kelly@royalgreenwich.gov.uk

3. SECONDARY BEHAVIOUR SUPPORT SERVICE

How can we support you?

Planning, delivery and monitoring of appropriate support and intervention for pupils

- At risk of exclusions
- With additional needs to ensure that they receive suitable education provision
- Placed in education other than mainstream school
- With social, emotional and mental health needs to ensure that they receive suitable and appropriate education

Behaviour support

- Management of Early Help Assessment (EHA) process
- Support with access to the LA Fair Access Panel to facilitate managed moves to participating schools
- Advice and consultation on managing pupil exclusions and how to use statutory exclusion guidance
- Advice and support on the quality assurance of alternative provisions
- Working with groups as well as individual pupils

Whole-school 'Behaviour for Learning' review

As part of a quality assurance process, and for Ofsted inspection preparation, the review would include:

- Evaluation of the impact of systems and procedures to manage and improve behaviour
- Analysis of the school's exclusion/inclusion data, including internal exclusion, with a focus on specific groups if appropriate
- Discussion with groups of representatives from key stakeholders: SLT, staff (teaching and non-teaching), pupils, parents/carers and governors

- Evaluation of behaviour for learning in lessons
- Evaluation of the behaviour and safety of pupils around the school corridors, meeting areas, school grounds, beyond the school perimeter
- Senior leaders joining consultants in lesson observations and behaviour and safety walks

COST

Daily cost per Behaviour and Attendance Advisor Between £350 - £550 per day, dependent on service required (note all charges are inclusive of administration costs)

These services are offered in addition to core services listed on page 4

CONTACT

Sally Kelly
Head of Inclusion
Headteacher, Royal Borough of Greenwich Virtual School
Tel: 020 8921 5821
Email: sally.kelly@royalgreenwich.gov.uk



4. OUTREACH SERVICES

How can we support you?

Outreach Learning Mentors

- The Outreach Learning Mentor team consists of qualified and experienced Learning Mentors who possess a wide range of specialist skills. Learning Mentors support children and young people with issues that affect their learning, attendance and punctuality, as well as children at risk of exclusion such as difficulties with behaviour, relationships, self-esteem, bullying, bereavement and loss

Bereavement support for children

- Supporting children and young people who have experienced loss through 1:1 and group sessions, enabling children and young people to express their feelings in a safe environment and learn coping strategies

On-site supervision for Learning Mentors and other school based support staff

- We provide confidential supportive supervision sessions to help staff with managing their roles and responsibilities, personal well-being and work life balance



- Our supervisors hold a Post Graduate Diploma in Supervision and are highly professional with exceptional experience in supervision, reflective practice and group dynamics. We support a range of staff such as those responsible for safeguarding, SENCO's, Family Support Workers and Learning Mentors

COSTS

Outreach Learning Mentors and Bereavement support for children

Schools can purchase various fixed packages of support:

Package 1: £14,000 for 2 days per week, per academic year

Package 2: £7,400 for 1 day per week

Package 3: £750 for 1 session per week for 8 weeks (single referral)

On-site supervision

£65 per hour

£1200 per year (6 x half termly sessions - up to 2 staff)

CONTACT

Bridget Baptist

Outreach Services Supervisor

Tel: 020 8921 8979

Email: bridget.baptist@royalgreenwich.gov.uk



5. SCHOOLS OUTREACH COUNSELLING SERVICES

How can we support you?

Our Counselling Service supports the emotional and mental health of pupils. Counsellors have an understanding of key issues impacting on young people's lives today and help to affect positive change in young people. Our counsellor can offer a young person a safe and supportive environment to talk over difficult issues in confidence and will listen to a young person's views, experiences and feelings without judgement, in an atmosphere of respect and empathy, based on a secure and trusting working relationship.

Sessions are Person Centred one to one counselling, 50 minutes long. They are confidential

unless there is a disclosure which will be shared in line with the school's safeguarding procedures.

The service is delivered by qualified counsellors and supervised final year trainees who are members and abide by BACP's Ethical Framework.

We work closely with school nurses and CAMHS

COST

£3,805 for one term or £8,145 for the academic year.

CONTACT

Sukwinder Jandu
Schools Outreach Counselling Co-ordinator
Tel: 020 8921 5560
Email: sukwinderjandu@royalgreenwich.gov.uk



6. RESTORATION AND RESILIENCE

How can we support you?

Restorative Approaches

- A Restorative Approach focuses on repairing the harm done to relationships, placing people at the heart of its response to conflict. We can support parties to repair the damage and move on after individual conflicts, or provide advice on how to use RA as a tool to develop and maintain healthy relationships within school communities – offering skills practice, mentoring and support and network groups for staff trained in RA

Anti-bullying initiatives

- Provision of a range of interventions including cyber bullying workshops, secondary school transition programmes, conferences for children and young people and bespoke support and advice on all issues related to bullying and bullying prevention

Peer Mentoring Package

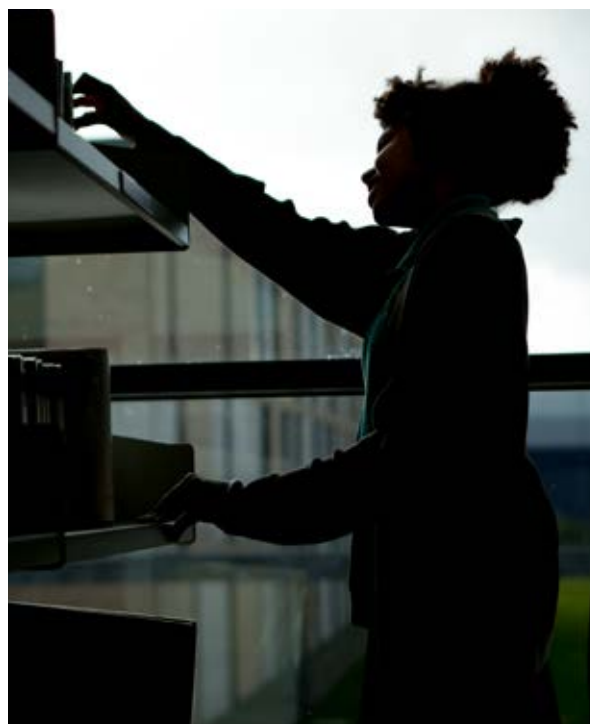
- Delivering a complete Peer Mentor package including strategic planning with school staff, training sessions and follow up support, which encourages the effective participation of pupils

Duke of Edinburgh's Award



The Duke of Edinburgh's Award aims to provide an enjoyable, challenging and rewarding programme of personal development for young people aged 14-19. We can provide services to fully support a school DofE Leader to provide a high quality, successful DofE programme at Bronze, Silver and Gold level in their school setting. This will include:

- Termly support meetings with the Award Leader in school
- Pre expedition season Leaders meeting
- DofE sessions



- Advice, support and administration of the Expedition section in line with relevant Health and Safety legislation
- Award verification and certification

We can also provide a fully qualified and experienced Expedition Leader and Expedition Assessor to support with:

- Risk assessments for the expedition
- pre expedition meetings with Award Leader at school
- Bronze and Silver expeditions including residential stays during the week and at weekends
- Full responsibility for the supervision plan and for coordinating the other staff on the expedition days
- On the expedition, work with the school expedition staff team to ensure the safety and welfare of the young people

COST

Schools can purchase various fixed packages of support

CONTACT

Geraldine Turton
Training and Development Manager
Tel: 020 8921 6811
Email: geraldine.turton@royalgreenwich.gov.uk

Apprenticeship Programme

How can we support you?

Apprenticeship in Schools

Our specialist Apprenticeship Programme, designed in partnership with Royal Greenwich Schools, can be a life changing experience for young people and provide tailored support for schools in nurturing their 'home grown' staff, familiar with their own school's ethos and procedures.

Our dedicated and experienced team offer fully supported Apprenticeship programmes in Supporting Teaching and Learning and Business Administration in schools. Schools provide the apprenticeship placements and Apprentices work for four days a week and study for one day per week for an appropriate vocational qualification and accredited learning, tailored to their specific role. Individual Apprentices receive support and guidance from a mentor and NVQ assessor and schools benefit from on-going liaison with the apprenticeship co-ordinator.



COST

The cost of training and support is fully funded via the Apprenticeship Levy.

CONTACT

Geraldine Turton
Training and Development Manager
Tel: 020 8921 6811
Email: geraldine.turton@royalgreenwich.gov.uk



SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND) SERVICE

Special Educational Needs Services (SEND) is divided into four main service areas to meet the needs of SEND children and young people:

1. SEND Assessment and Review Service
2. SEND Partnership Support Service
3. SEND Outreach Support Services
4. Educational Psychology Service

These SEND services work together to empower school staff to improve the outcomes of children with complex learning needs that include Autistic Spectrum Disorder (ASD), Dyslexia, Downs Syndrome, Deafness and Vision Impairment. Experienced and specialist staff will provide schools with a range of comprehensive programmes of assessment, training, support and resources that enable pupils to achieve the best possible educational outcomes.

1. SEND ASSESSMENT AND REVIEW SERVICE

How can we support you?

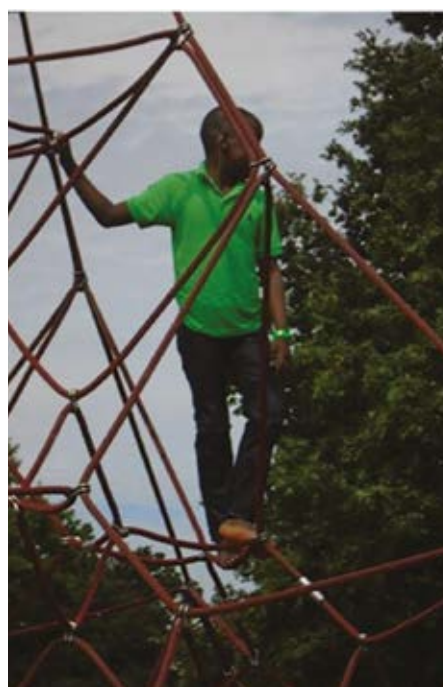
- Providing advice, support and direction to schools and colleges in respect of provision for pupils receiving SEND support or who have EHC plans
- Monitoring the quality and outcomes of personalised plans in schools, and providing direction for the improvement of plans in liaison with EPs and other support service colleagues
- Working collaboratively with other professionals in developing the capacity of mainstream schools in Royal Greenwich, to meet the needs of children with special educational needs
- Support at key annual reviews e.g. transitions or where the review is considering if the school is able to meet the child or young person's needs
- Provision of training, workshops and surgeries around assessment and planning for children with special needs

COST

Core services, FREE of charge to Royal Borough of Greenwich schools

CONTACT

Di Osbourne
Head of SEND Assessment and Review Service
Tel: 020 8921 3350
Email: diane.osbourne@royalgreenwich.gov.uk



2. SEND PARTNERSHIP SUPPORT SERVICE

Disabled Children's Social Work Team

This is a specialist social work team supporting children and young people with complex disabilities from 0-18. Referrals to this service are through the MASH but there is a duty worker available everyday to provide advice on 0208 921 2599

SEND Keyworking Team

How can we support you?

This service is for children/young people 0-18 years with severe or complex disabilities living in the Royal Borough of Greenwich.

- The SEND Keyworker Team will support a child/young person with a combination of needs or a significant disability as mentioned below
- We support children with complex disabilities
- We offer an intensive, practical home based support for families who have a child with complex SEND needs
- We will allocate a keyworker to co-ordinate the complete package of multi-agency care that a family receives
- The focus is on early help and early intervention to prevent children and young people with additional needs and disabilities hitting crisis points
- We will also offer target play support at home

Referrals to the SEND Keyworker team will not be accepted by families directly but we will accept referrals from:

- Early Years setting (PVI) including child-minders
- Any Health/Education professional working with a child or family



- Any voluntary service working with a child or family
- Children's Social Care/Children with Disabilities Team

CONTACT

Joan Lightfoot – Head of SEND Partnership Support Service

Tel: 020 8921 3955

Email: joan.lightfoot@royalgreenwich.gov.uk

For more information about services available for children and young people with Special Educational Needs and Disabilities, and their families and how they can access services and activities, please visit: www.royalgreenwich.gov.uk/localoffer

THELOCALOFFER
in Royal Greenwich

3. SEND OUTREACH SUPPORT SERVICES

(a) Autistic Spectrum Disorder - ASD Outreach

How can we support you?

Supporting the achievement of individual children with a diagnosis of Autism by:

- Providing specialist advice for schools from a range of professionals including: specialist teachers, speech and language therapists, outreach workers and an occupational therapist
- Providing individual children with consultative visits and on-going support as appropriate
- Providing schools with a range of training opportunities to develop understanding of autism and good educational practice
- Training and supporting staff in the implementation of specialist interventions in school
- Delivering group based interventions such as social skills and friendship groups
- Ensuring smooth transitions through the provision of a structured programme of support for pupils e.g. when children are moving from primary to secondary school

ASD support for families

- Following diagnosis the child's family is offered targeted training to assist their understanding and ability to support their child. ASD outreach staff are licenced trainers of the National Autistic Society Early Bird and Barnado's Cygnet parent programmes
- The service also provides on-going support, advice and sign posting for individual families

Providing support to children pre-diagnosis with a confirmed social communication disorder

- Delivering targeted support to pupils awaiting a diagnostic assessment where required
- Buy-in-service available to purchase for on-going support for children pre-diagnosis

COST

Core services, FREE of charge to Royal Borough of Greenwich schools

Cost of buy-in-service available on request

CONTACT

Roz Weeks

Head of SEND Outreach Support Services

Tel: 020 8921 3311

Email: roz.weeks@royalgreenwich.gov.uk





(b) Early Years Inclusion Team

How can we support you?

We work with parents, carers and professionals to ensure an integrated approach to the planning and support of young children (under statutory school age) by:

- Ensuring non-school early years foundation stage providers are inclusive and support the identification and development of children with special educational needs (SEND)
- Offering advice and support to providers for under 3s (including those in school settings)
- Providing early years consultation sessions in collaboration with the Royal Borough of Greenwich Education Psychology Services

Early Years Inclusion Team:

The provision of training and support to childcare providers and early education providers in the private, voluntary and independent sector (including child minders), enabling children

with disabilities and additional needs to receive appropriate and inclusive childcare and early learning when accessing their setting.

This includes:

- Development of staff skills in understanding and meeting the needs of young children with SEND in their setting
- Understanding and implementation of legislation/guidance related to SEND
- Direct support and training to setting based SENCOs in their role, including induction and on-going CPD

COST

Core services, FREE of charge to Royal Borough of Greenwich schools/settings

CONTACT

Anita Smith
Team Leader: Early Years Inclusion Team
Tel: 020 8921 3821
Email: anita.smith@royalgreenwich.gov.uk



(c) Sensory Team for Deaf and Vision Impaired Children

How can we support you?

We will work with

- Pre-school children from birth, including attendance at hospital and clinic appointments
- Children attending local mainstream nurseries and schools up to the age of 16 with support in key social settings
- Children with additional needs and sensory loss who attend special schools up to the age of 25
- Young people who attend a range of post 16 provisions e.g. 6th form centres, Shooters Hill Post 16 Campus, FE colleges and HE provisions
- Home visits when children are not in school or nursery and when needed for older children
- Support for families regarding general concerns about vision impairment and deafness

Support for nursery schools, FE and HE

Advice on teaching strategies to support access e.g.

- Multi-sensory approaches
- Differentiation
- Access in examinations – particularly external examinations
- Managing the physical environment

Support for learning for some pupils

- A block of 1:1 or small group work relating to agreed targets
- Language development
- Pre braille and braille skills
- Sign language and note-taking support for deaf students at 16+
- Specific support dependent on assessed need and student communication preference
- Support within all teaching and learning sessions



Language assessment

- Carried out by teachers of the deaf e.g. British Picture Vocabulary Scale (BPVS)
- Carried out by Speech and Language Therapists with specialism in deafness to cover phonological, grammatical, interactive and pragmatic skills
- Carried out by SALTs and the Deaf Instructors e.g. British Sign Language, expressive and receptive skills

Functional vision and hearing assessments

- Carried out by Advisory Teachers to determine how well hearing and vision are used in a range of practical situations within the classroom

Observations in class

- For information on the effectiveness of inclusion strategies and the functional ability of sensory impaired children in the classroom setting

Provision of low vision aids/radio aids

- Specialist equipment to improve access to visual or spoken information; on basis of assessed need

Liaison between families and schools

- Reports on visits
- Home visits to discuss and agree strategies in the school setting for children needing substantial support
- Attendance at annual reviews



Touch typing for children

- Special classes for children with vision impairment, usually after school

Habilitation training for all ages

- Usually for vision impaired children
- How to travel round school or make the journey from home to school
- How to manage the physical environment and use every day equipment

COST

Core services, FREE of charge to Royal Borough of Greenwich schools

CONTACT

Rory McDonnell
Team Leader Sensory Service
Tel: 020 8921 5215
Email: rory.mcdonnell@royalgreenwich.gov.uk



(d) Support Team for Education in Primary and Secondary Schools (STEPS)

How can we support you?

The achievement of pupils

- Personalised learning programmes
- 1:1 specialist dyslexia teaching and assessment
- Support for children with Downs Syndrome and complex needs including: p-level, Makaton, story box and word-up training to raise the achievement of pupils

Improving the quality of teaching

- Range of specialist development and teaching packages
- Outreach support, advice and supervision
- Bespoke, inclusive and personalised development and teaching resources including Dyslexia Friendly Schools' Quality Mark



Behaviour and safety of pupils

- Advice and support on creating safe learning environments in classrooms
- Advice and support that ensure smooth transition pathways

Quality of leadership

- Impact evaluation and development planning with school leadership teams
- Advice and support on provision mapping, involving all stakeholders

COST

- Core services, FREE of charge to Royal Borough of Greenwich schools
- Additional buy-in-services available:
 - *dyslexia assessments*
 - *exam access arrangement assessments*Cost of buy-in-service available on request

CONTACT

Helene Agnew
STEPS Service Leader
Tel: 020 8692 3302
Email: helene.agnew@royalgreenwich.gov.uk



4. EDUCATIONAL PSYCHOLOGY SERVICE

How can we support you?

We offer the full range of educational psychology services with areas of specialism including:

- Autistic Spectrum Disorders
- Literacy including dyslexia
- Learning difficulties
- Behaviour
- Social, emotional and mental health needs
- Early Years
- Supervision and Coaching
- Organisational consultancy
- Cognitive behavioural approaches
- Video Interaction Guidance
- Person Centred Planning

Pupils

- Providing consultation, assessment and intervention, to help schools achieve the very best outcomes for pupils with special educational needs, those at risk of exclusion and those whose life chances are impaired as a result of social and emotional deprivation

Workforce Development

- Providing coaching, supervision and a range of development programmes to work with staff on challenging aspects of their work roles to help improve performance

Training

- Designing bespoke programmes that meet your needs, helping you to apply the learning to improve your practice and evaluate its impact

Whole School

- Working with Leadership teams to manage organisational change processes, to support staff through transition, in particular, managing the emotional dynamics that resist change



Parents & Carers

- Workshops, groups and drop-ins for parents and carers
- Strengthening home-school relationships and parental engagement
- Video Interaction Guidance to promote positive parenting and children's social and emotional development

COST

£450 per half day session (minimum 3 hours) inclusive of all necessary follow up work including liaison with other professionals, TAC meetings, CIN, CP and LAC reviews, administration, data analysis and interpretation, research and report writing.

£399 when purchased through the cluster or when purchasing a minimum of 6 sessions (4 for one-form entry primary schools). (Note all charges are inclusive of administration costs)

These services are offered in addition to core services listed on page 4

CONTACT

Michael Sutoris
Principal Educational Psychologist
Tel: 020 8921 4818
Email: michael.sutoris@royalgreenwich.gov.uk

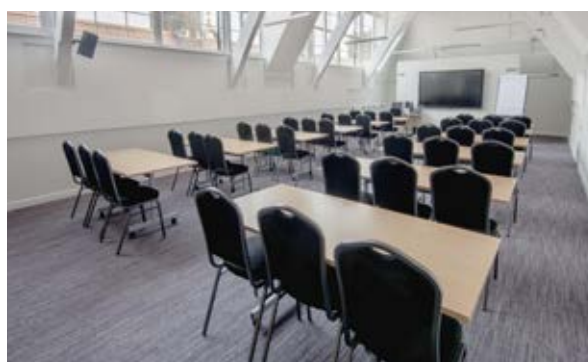
DIRECT SERVICES - SUPPORT SERVICES

Our newly refurbished Professional Development Centre comes fully equipped to accommodate a range of training needs. We offer a variety of on-site administrative, design and technical services, including delegate registration, badge distribution, room direction and printing to compliment both large and small events.

Training/Meeting Rooms

- Rooms available accommodating from 2-200 delegates for training and meetings
- On-site Cafeteria serving hot & cold food, snacks, refreshments and hot & cold drinks
- Facilitation of events and conferences including the following support:
 - Administration support
 - Technical support
 - Conference packs and programmes

Room bookings available via the Direct Services Website:
<http://servicestoschools.royalgreenwich.gov.uk>



Design and Printing Services

- Brochures ● Programmes ● Banners ● Posters
- Training Resources ● Booklets ● Copying
- Thermal binding ● Laminating

Other Services

- CD copying/creation
- USB data key resources
- Digital photography
- Digital filming

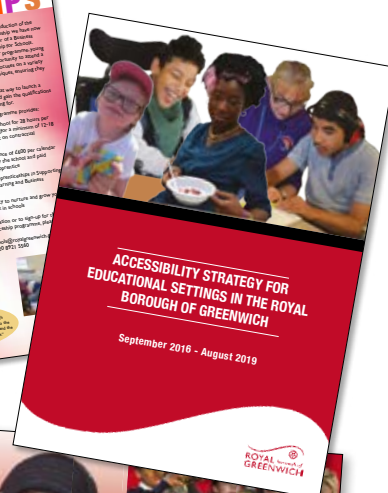
COST

Available via the Direct Services website

CONTACT

Theresa Riches
 Finance and Facilities Manager
 Tel: 020 8921 5645
 Email: theresa.riches@royalgreenwich.gov.uk

Examples of designed literature



NQT SERVICE

(1st September 2018 - 31st August 2019)

We are a specialist team offering support for schools and their NQTs from the moment an induction year begins, and throughout the induction period. As Appropriate Body, we have the main responsibility for quality assurance for induction. We support schools in ensuring that they are fulfilling all their duties in relation to induction.

How can we support you?

- On-going support, guidance and advice (by phone and email) from the experienced borough Induction Co-ordinator
- Access to an online monitoring tool, NQT Manager, which includes a bank of resources to support the induction process; a user friendly, simple system which records all statutory registration and assessment details
- Procedures for schools to follow, ensuring compliance with statutory requirements
- Quality assurance tools provided for schools to evaluate their induction programme
- Support for struggling NQTs and validation of schools' assessments

Advisor £450 (note: all charges are inclusive of administrative costs).

NQT Recruitment Service:

Primary schools £350

Secondary schools £550

CONTACT

Claire Ramadan

School Workforce Development Officer

Tel: 020 8921 5586

Email: Claire.ramadan@royalgreenwich.gov.uk

Recruitment Service

We have developed an online "NQT Vacancies" page as part of our Direct Services website. This service is only available to Royal Borough of Greenwich maintained schools and academies. You can add all vacancies suitable for NQTs, with no limit.

You will be able to upload logos and information about your school, as well as information to support your advertisement. You will also be able to select the key stage and subject for which you have a vacancy, which will trigger a notification being sent to any trainee teachers looking for a job matching those criteria.

COST

NQT Induction Service:

The above listed Appropriate Body Service Level Agreement (SLA) between £230 and £350 per NQT per academic year Or
Daily cost per NQT Induction



SCHOOLS ACCOUNTING BURSARIAL SERVICE

The Schools Accounting Bursarial Service provides a flexible package designed to meet the specific needs of your school (a bespoke service can also be considered).

Our specialist team of officers maintains an up-to-date knowledge of both DfE and Local Authority financial requirements and regulations that enables the provision of detailed, high quality financial management reports, promotes effective management of resources and reduces risk of budget deficits.

How can we help you?

Schools may buy into a level of support that is appropriate to their needs on a tiered basis. There are 2 main aspects of the service:

- Financial Management
- Financial Admin Support

Financial Management

Supporting schools in:

- Three year salary forecasts
- Three year budget build/ preparation
- Termly detailed monitoring reports including tailor made dashboards (presented to the Finance Committee if required)

Financial Administration

On-site visits (maximum of 3 hours), to provide support for school finance staff. Including:

- Completion of monthly finance tasks
- Updating and maintaining finance data held on the school financial system
- Financial year end closure of accounts
- Completion of the school's Consistent Financial Reporting (CFR) return
- Periods of finance staff absence can also be covered

Consultancy/ad-hoc services

The Schools Accounting team are continuing to evolve new product lines which schools may wish to purchase on an ad-hoc basis.

Examples:

- Introduction for new SAOs/ SBMs – half day session
- Pre Audit – half day session
- IDACI Analysis – £150 set rate

COSTS

The service is offered on a tiered basis to reflect

the degree of support required and therefore the price payable

Financial Management

Level of Service	Financial Management	Forms of Entry	
		1/2 FE £	3+FE £
1 Star	3 Year Salary Costs	900	990
2 Star	3 Year Salary Costs	2,100	2,300
	2 Budget Monitoring Reports		
3 Star	3 Year Salary Costs	3,570	3,930
	2 Budget Monitoring Reports		
	3 Year Budget Build/ Preparation		
	1 Outturn Summary		

Financial Administration

Level of Service	Financial Administration	£
1 Star	2 site visits	310
2 Star	6 site visits	900
3 Star	12 site visits	1,770

Consultancy/Ad-hoc services support

- 1 to 2 FE - £320 per day
- 3 plus FE - £350 per day

CONTACTS

Janet Davis
Principal Accountant – Schools
Tel: 020 8921 8294
Email: janet.davis@royalgreenwich.gov.uk
or
Mala Dadlani
Finance Manager - Children's Services
Tel: 020 8921 8292
Email: mala.dadlani@royalgreenwich.gov.uk

HUMAN RESOURCES SERVICE – MAINTAINED SCHOOLS

Royal Borough of Greenwich Schools' Human Resources team can meet all the HR advice and support needs of your school. We provide the core service in line with statutory requirements, and also offer through a traded service a comprehensive, responsive, high quality HR consultancy and advisory service within a framework of confidentiality, professionalism and pragmatism.

Providing a dedicated service to schools, we support the focus of school improvement and the delivery of teaching and learning to pupils, whilst understanding the many demands schools face. We work closely with Royal Greenwich Children's Services to support you, giving you a seamless HR service. Choosing our HR services will enable you to carry out all statutory responsibilities and be safe in the knowledge that you are using good employment practices and have access to supportive and practical HR advice.

How can we help you?

Traded Service (Level 1)

- Provision of a comprehensive annual HR Health Check of your school that identifies areas of best practice and risk and provides clear recommendations
- Provision of model procedures relating to recruitment and selection, capability, disciplinary, grievance, redundancy and sickness absence management
- Provision of advice and guidance relating to pay and conditions of employment for all categories of staff, including implementation of national and local government regulations and formation of contracts of employment
- Telephone advice and support on the implementation of the school's capability, disciplinary, grievance and attendance management procedures including investigation and attendance at formal hearings/meetings
- Provision of statutory and procedural advice and support in relation to redundancy processes
- Telephone advice and support on all issues relating to employment tribunals, including access to specialist legal advisors and national/regional employer advisory bodies

Traded Service (Level 2)

- Headteacher recruitment: A comprehensive package that supports the attraction and selection for Headteacher recruitment
- Workplace mediation: A voluntary and confidential process for resolving workplace differences and disputes between colleagues through the assistance of trained and accredited mediators
- Bespoke training: Provision of training to suit specific school needs i.e. policy workshops for Senior Leaders and Governing Bodies and access to half day workshops on model procedures and provision of tailored consultancy

COSTS

Level 1

Charges are based on the number of staff working at each school at a fixed rate of £48.00. Note there is a 7.5% fee reduction for Special Schools and Nurseries.

Level 2

This includes all Level 1 services plus additional Headteacher recruitment, training, consultancy and mediation tailored to suit your needs

- Headteacher recruitment: Attraction and selection campaign from £4,500 or £6,500 for an all-inclusive campaign



- Half day workshops on model procedures: £40 per delegate
- Mediation: charged at a daily rate of £500
- Bespoke training on HR Issues: charged at £100 per hour or £300 for a half day
- Consultancy charged at an hourly rate of £70 or £350 for a full day
- Compilation of school specific data e.g. TUPE transfers (where the schools also buy into payroll): £50 per employee
- Contracts: Issuing of contracts is a school responsibility but we can provide this service at a cost of £50 per draft contract. Additional, specialist advice on the development of new or tailoring of existing employment contracts, will be charged at an additional cost of £50 per contract
- Contracts: payment of the legal fees and the processing of the special payment

COSTS FOR OPTED OUT SCHOOLS

These costs will be applied where schools do not opt for our traded service, or where there is a failure to comply with our advice and instructions, when buying into our traded service:

- £600 for the compilation of school specific data i.e. School Workforce Census
- £250 for the completion of a compromise settlement agreement, excluding payment of legal fees

- Issuing of contracts is a school responsibility but we would charge £100 per contract to provide relevant support and drafting
- £100 per delegate to attend half day workshops on model procedures
- £70 for each post evaluated under The Greater London Provincial Council Scheme
- Where the above do not apply, charges will be applied to schools for any obligatory work undertaken at a standard consultancy rate of £100 per hour

CONTACTS

Stephanie Mills
HR Manager
Telephone; 020 8921 8895
Email: stephanie.mills@royalgreenwich.gov.uk

Stacey Bailey
Deputy Head of HR
Telephone; 020 8921 8894
Email: stacey.bailey@royalgreenwich.gov.uk

Penny Gifford
Head of HR
Telephone: 020 8921 6237
Email: penny.gifford@royalgreenwich.gov.uk

HUMAN RESOURCES SERVICE – ACADEMIES

Royal Greenwich Schools' Human Resources team can meet all the HR advice and support needs of your school. We provide a traded service in line with statutory requirements that offers a comprehensive, responsive, high quality HR consultancy and advisory service within a framework of confidentiality, professionalism and pragmatism.

Providing a dedicated service to schools, we support the focus of school improvement and the delivery of teaching and learning to pupils, whilst understanding the many demands schools face. Choosing our HR services will enable you to carry out all statutory responsibilities and be safe in the knowledge that you are using good employment practices and have access to supportive and practical HR advice.

How can we help you?

Traded Service (Level 1)

- Provision of pre-employment safeguarding checks to support safer recruitment, i.e. DBS and The Children's Barred List checks. The academy will be responsible for costs
- Provision of a comprehensive, annual HR Health Check of your school that identifies areas of best practice and risk, and provides clear recommendations
- Provision of model procedures, relating to recruitment and selection, capability, disciplinary, grievance, redundancy and sickness absence management
- Provision of advice and guidance relating to pay and conditions of employment for all categories of staff, including implementation of national and local government regulations and formation of contracts of employment
- Telephone advice and support on the implementation of the school's capability, disciplinary, grievance and attendance management procedures, including investigation and attendance at formal hearings/meetings
- Provision of statutory and procedural advice and support in relation to redundancy processes
- Telephone advice and support on all issues relating to employment tribunals

Traded Service (Level 2)

- Headteacher recruitment: A comprehensive package that supports the attraction and selection for Headteacher recruitment
- Workplace mediation: A voluntary and confidential process for resolving workplace differences and disputes between colleagues through the assistance of trained and accredited mediators
- Bespoke training: Provision of training to suit specific school needs i.e. policy workshops for Senior Leaders and Governing Bodies and access to half day workshops on model procedures and provision of tailored consultancy

COSTS

Level 1

Charges are based on the number of staff working at each school at a fixed rate of £48.00

Level 2

Includes all Level 1 services plus additional Headteacher recruitment, training, consultancy and mediation tailored to suit your needs

- Headteacher recruitment: Attraction and selection campaign from £4,500 or £6,500 for an all-inclusive campaign
- Half day workshops on model procedures: £40 per delegate
- Mediation: charge at a daily rate of £500



- Bespoke training on HR Issues: charged at £100 per hour or £300 for a half day
- Consultancy: charged at an hourly rate of £70 or £350 for a full day
- Compilation of school specific data e.g. TUPE transfers (where the school also buy into payroll): £50 per employee
- Settlement Agreements: payment of the legal fees
- Fees for legal support in preparation for and at Employment Tribunals will be provided upon request
- Contracts: Issuing of contracts is the responsibility of the Academy. However we can provide specialist advice on the drafting of new or tailoring of existing employment contracts at a charge of £100 per contract



CONTACTS

Stephanie Mills
HR Manager
Telephone: 020 8921 8895
Email: stephanie.mills@royalgreenwich.gov.uk

Stacey Bailey
Deputy Head of HR
Telephone: 020 8921 8894
Email: stacey.bailey@royalgreenwich.gov.uk

Penny Gifford
Head of HR
Telephone: 020 8921 6237
Email: penny.gifford@royalgreenwich.gov.uk



HUMAN RESOURCES SERVICE – CHILDREN'S CENTRES

Royal Greenwich HR Traded Services team can meet all the HR advice and support needs of your centre. We provide a traded service in line with statutory requirements that offers a responsive, high quality HR consultancy and advisory service within a framework of confidentiality, professionalism and pragmatism.

We provide a dedicated service to schools, academies and children's centres, supporting the focus of improvement and the delivery of teaching and learning to pupils. Buying our HR services will enable you to carry out all statutory responsibilities and be safe in the knowledge that you are using good employment practices and have access to supportive and practical HR advice.

How can we help you?

Traded Service (Level 1)

- Provision of pre-employment safeguarding checks to support safer recruitment, i.e. DBS and The Children's Barred List checks. The centre will be responsible for costs
- Provision of a comprehensive annual HR Health Check of your centre that identifies areas of best practice and risk, and provides clear recommendations
- Provision of model procedures, relating to recruitment and selection, capability, disciplinary, grievance, redundancy and sickness absence management
- Provision of advice and guidance relating to pay and conditions of employment for all categories of staff, including implementation of national and local government regulations and formation of contracts of employment
- Telephone advice and support on the implementation of the centre's capability, disciplinary, grievance and attendance management procedures, including investigation and attendance at formal hearings/meetings
- Provision of statutory and procedural advice and support in relation to redundancy processes
- Telephone advice and support on all issues relating to employment tribunals

Traded Service (Level 2)

- Workplace mediation: A voluntary and confidential process for resolving workplace differences and disputes between colleagues through the assistance of trained and accredited mediators
- Bespoke training: Provision of training to suit specific centre needs i.e. policy workshops for Senior Leaders and Governing Bodies and access to half day workshops on model procedures and provision of tailored consultancy





COSTS

Level 1

Charges are based on the number of staff working at each centre at a fixed rate of £48.00

Level 2

Includes all Level 1 services plus additional training, consultancy and mediation tailored to suit your needs

- Half day workshops on model procedures: £40 per delegate
- Mediation: charged at a daily rate of £500
- Bespoke training on HR Issues: charged at £100 per hour or £300 for a half day
- Consultancy charged at an hourly rate of £70 or £350 for a full day
- Compilation of centre specific data e.g. TUPE transfers (where the centre also buy into payroll): £50 per employee
- Settlement Agreements: payment of the legal fees

- Fees for legal support in preparation for and at Employment Tribunals will be provided upon request
- Contracts: Issuing of contracts is the responsibility of the Centre. However we can provide specialist advice on the drafting of new or tailoring of existing employment contracts at a charge of £100 per contract

CONTACTS

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HR Manager
Telephone: 020 8921 8895
Email: stephanie.mills@royalgreenwich.gov.uk

Stacey Bailey
Deputy Head of HR
Telephone: 020 8921 8894
Email: stacey.bailey@royalgreenwich.gov.uk

Penny Gifford
Head of HR
Telephone: 020 8921 6237
Email: penny.gifford@royalgreenwich.gov.uk

OCCUPATIONAL HEALTH, SAFETY & WELLBEING SERVICE – MAINTAINED SCHOOLS

The Royal Borough of Greenwich (RBG) Health, Safety and Wellbeing Service (HSWS) will deliver all the necessary services to help you maintain a safe environment to protect your staff and pupils, as well as providing Occupational Health and Employee Assistance Services to your staff throughout the year.

We offer a high quality level of service that is tailored to the needs of schools and which will ensure that you are kept up to date, and compliant with current legislation and best practice. It is important you feel confident in the knowledge that you have a professional and dedicated team who are available to provide the support and advice that you need and who will take a robust approach to ensuring Health, Safety and Wellbeing is being managed proactively in your school. The HSWS is also perfectly placed to manage the relationship with other council departments which may be required during the course of the year. The team also provides direct support for your staff throughout the year with comprehensive wellbeing services that ranges from broad occupational health management through to a more focused employee assistance programme.

How can we help you?

- Access to high quality advice from professional Health, Safety & Wellbeing Officers, provided by telephone, email or visit as appropriate
- Provision of a Health, Safety & Wellbeing Management system that includes health, safety and wellbeing procedures, guidance notes and example risk assessments
- Access to dedicated health, safety & wellbeing website. The site can be accessed at www.royalgreenwich.gov.uk/schoolshealthandsafety. The website contains information about the Occupational Health Service Provider (Health Management Ltd) and access to the online user guide, reference manual and associated referral forms
- There is also information about how to access the confidential Employee Assistance Programme provided by Workplace Options
- Provision of an annual audit to assess all aspects of the school's health, safety & wellbeing management systems and provision of recommendations and opportunities to discuss successes and areas for development
- Assistance with accident investigation and support where litigation is probable
- Arrangements which allow accidents to be reported electronically via our dedicated website
- Indication of the key trends and issues affecting the school from HSWS management information data
- Access to the RBG corporate training programme* at competitive rates
- Liaison with enforcing officers from the HSE and LFEPA
- Guidance during construction work or other activities taking place on school premises
- Access to clinical support from Occupational Health Physicians and OH Nurses including OH referrals/ appointments, GP reports, physiotherapy, new starter work health assessment and ill health retirement reports at competitive rates*
- Access to the Council's Employee Assistance Service which offers both telephone and face-to-face* counselling



- Priority access to additional consultancy as required e.g. risk assessments, policy reviews or events

* Itemised prices available on request

COSTS

Level 1

Includes the services described above. Charges are based on the number of staff working at each school at a fixed rate of £58.00 for each member of staff. Note there is a 7.5% fee reduction for Special Schools and Nurseries.

Level 2

Includes all Level 1 services plus H&S consultancy tailored to suit your needs

Fire safety:

- A School Fire Risk Assessment £550 - £1200 dependant on size and complexity of school
- Completion of Personal Emergency Evacuation Plan (PEEPs) - £75 each

Other risk assessments:

Risk assessment can be provided to cover the following common requirements:

- Manual Handling - £75 per assessment
- Display Screen Equipment - £75 per assessment
- New and Expectant Mothers - £75 per assessment

General consultancy:

For general consultancy the hourly rate is £70 capped at £425 per day

CONTACTS

Diana Howlett
Health Safety and Wellbeing Interim Manager
Telephone: 020 8921 5502
Email: diana.howlett@royalgreenwich.gov.uk

Penny Gifford
Head of HR
Telephone: 020 8921 6237
Email: penny.gifford@royalgreenwich.gov.uk

OCCUPATIONAL HEALTH, SAFETY & WELLBEING SERVICE - ACADEMIES, COLLEGES AND OTHER NON-MAINTAINED ESTABLISHMENTS

The Royal Borough of Greenwich (RBG) Health, Safety and Wellbeing Service (HSWS) will deliver all the necessary services to help you maintain a safe environment to protect your staff and students as well as providing Occupational Health and Employee Assistance Services to your staff throughout the year.

We offer a high quality level of service that is well equipped to meet the needs of your teaching establishment and which will ensure that you are kept up to date, and compliant with current legislation and best practice. We offer an experienced and professional team who are able to provide the support and advice that you need, and who will assist with ensuring Health, Safety and Wellbeing is being managed proactively in your establishment. The team also provides direct support for your staff throughout the year with comprehensive wellbeing services that ranges from broad occupational health management through to a more focused employee assistance programme.

How can we help you?

- Access to high quality advice from professional Health, Safety & Wellbeing Officers, provided by telephone, email or visits as appropriate
- Provision of a template Health, Safety & Wellbeing Management system that includes health, safety and wellbeing procedures, guidance notes and example risk assessments which may be adopted by your establishment
- Access to dedicated health, safety & wellbeing website. The site can be accessed at www.royalgreenwich.gov.uk/schoolshealthandsafety. The website contains information about the Occupational Health Service Provider (Health Management Ltd) and access to the online user guide, reference manual and associated referral forms
- There is also information about how to access the confidential Employee Assistance Programme provided by Workplace Options
- Provision of an annual audit to assess all aspects of the establishment's health, safety & wellbeing management systems and provision of recommendations with opportunities to discuss successes and areas for development
- Assistance with accident investigation and support where litigation is probable
- Arrangements which allow accidents to be reported electronically via our dedicated website
- Access to the RBG corporate training programme* at competitive rates
- Liaison with enforcing officers from the HSE and LFEPA
- Guidance during construction work or other activities taking place on your premises





- Access to clinical support from Occupational Health Physicians and OH Nurses including OH referrals/ appointments, GP reports, physiotherapy, new starter work health assessment and ill health retirement reports at competitive rates*.
- Access to the Workplace options an Assistance Service which offers both telephone support and face-to-face* counselling
- Priority access to additional consultancy as required e.g. risk assessments, policy reviews or events

* Invoices will be raised separately to cover costs of training courses, OH services used and EAP face to face counselling sessions provided

COSTS

Level 1

Includes the services described above. Charges are based on the number of staff working at each establishment at a fixed rate of £58.00 for each member of staff.

Level 2

Includes all Level 1 services plus H&S consultancy tailored to suit your needs

Fire safety:

- A site Fire Risk Assessment £550 - £1200 dependant on size and complexity of the building
- Completion of Personal Emergency Evacuation Plan (PEEPs) - £75 each

Other risk assessments:

Risk assessment can be provided to cover the following common requirements:

- Manual Handling - £75 per assessment
- Display Screen Equipment - £75 per assessment
- New and Expectant Mothers - £75 per assessment

General consultancy:

For general consultancy the hourly rate is £70 capped at £425 per day

CONTACTS

Diana Howlett
Health Safety and Wellbeing Interim Manager
Telephone: 020 8921 5502
Email: diana.howlett@royalgreenwich.gov.uk

Penny Gifford
Head of Human Resources
Telephone: 020 8921 6237
Email: penny.gifford@royalgreenwich.gov.uk



LEGAL SERVICE

The service is provided by qualified lawyers, some of whom have many years of experience in advising schools on a wide range of matters, and have a track record of achieving good outcomes for schools. We are committed to providing an excellent legal service to support Headteachers and Governors.

How can we support you?

We provide a comprehensive, professional and cost effective legal service, whether an individual piece of advice to support a Head Teacher; or a major piece of litigation such as a High Court Judicial Review. We can advise on the following matters:

- Employment matters and disputes
- Contract advice and disputes
- Issues to do with parental responsibility
- School complaints and appeals
- Disputes with parents where courts and other solicitors are involved
- Advice on criminal proceedings and contact with the police
- Applications for reports from schools and access to documents (sometimes in the context of criminal proceedings and requests from the police)
- Advice on allegations that a child has been falsely imprisoned through a wrongful detention
- Requests for information under the Freedom of Information Act 2000 and Data Protection Act 1998
- Dealing with intruders on school premises
- Revoking a parent's implied licence to enter the school premises
- Exclusions
- Disability discrimination disability discrimination claims
- Debt recovery
- General litigation
- Our service does not cover cases where legal advice and representation is available under insurance arrangements, for example claims for negligence against the School. We do not provide advice on contract matters relating to capital expenditure

Service Standards

We aim to respond to requests for telephone advice the same day, and to provide written advice

within 5 days. Where a School is involved in litigation, we will keep to the Court and tribunal time limits and keep you regularly informed of the progression of the case. In some cases it may be necessary to instruct a Barrister to advise or appear on behalf of the School. This decision would always be taken in consultation and agreement with the school and would only be taken where there is a reasonable prospect of success if that course is taken, or where the Council believe there are exceptional circumstances so that instructing a Barrister is necessary. Any dispute as to whether a Barrister should be instructed will be determined by the Director of Children's Services.

COSTS

The service is offered on an "all inclusive" basis. All you pay is a standard annual fee, no matter how much the School needs the service. (The fee is based on the number of pupils on roll and averages out at £1.15 per pupil for the year). This does not apply to employment matters relating to Academy Schools or the fees for any barristers engaged with the agreement of the school. All barristers fees will be charged to the school. An invoice will be issued in October and payment should be made within 28 days of the date of the invoice.

CONTACTS

Ingrid Brown (Assistant Head of Legal Services)
020 8921 5111
Email: ingrid.brown@royalgreenwich.gov.uk

Andre DeFreitas (Senior Lawyer Adult and Employment)
020 8921 6096
Email: andre.defreitas@royalgreenwichgov.uk

Ronica Best (Senior Lawyer Adult and Employment)
020 8921 5169
Email: Ronica.best@royalgreenwich.gov.uk

Cynthia Erove (Contracts Lawyer)
020 8921 6271
Email: Cynthia.erove@royalgreenwich.gov.uk

GREENWICH PROPERTY: RESPONSIVE AND CYCLICAL MAINTENANCE SERVICE

Property Services is the Council's in-house property consultancy for the maintenance of buildings. We take instructions for repairs, give advice and make site inspections to check on works carried out. We monitor our contractors closely to ensure that schools get the best value.

Property Services has teams of building surveyors and service engineers (mechanical and electrical) and specialists who will assess your responsive and cyclical maintenance requirements and engage the most effective contractors to deal with them. We appoint and manage contractors on your behalf, agree invoices and deal with any disputes. We are independent of contractors and monitor their work closely to ensure you receive value for money.

Our contractors hold both local and responsive technical expertise and are available 24 hours a day, 365 days of the year to provide a cost effective, responsive day-to-day repairs, cyclical maintenance and servicing of plant.

How can we support you?

- Responsive maintenance including day-to-day repairs following breakdown, damage or vandalism
- Cyclical maintenance including regular servicing of heating, ventilation, air conditioning, alarms and CCTV systems
- Inspection and testing including inspection of fixed electrical installations and testing of water systems for Legionella
- 24/7 emergency breakdown and repair service
- Assessment of faults (conducting site visits where necessary) to identify problems and give advice
- Operation and administration of the term contracts, processing orders and payments for repairs and cyclical servicing
- Independent inspection and monitoring to ensure works are carried out correctly, on time and charged as agreed

Heating and ventilation systems

- Management of the servicing of boilers, burners, heating and hot water plant, ventilation, air conditioning, pressurising units filters and controls operating this equipment

Electrical installations

- Management of the inspection and testing of lighting, power, wiring, plug sockets, switches, fuses and junction boxes

Fabric

- Repairs to 'building fabric' including roof, walls, windows, ceilings, insulation, floors and coverings. It also includes external cladding, water supply, sanitary fittings and elements outside the buildings such as playgrounds, safety surfaces, fence and shelters

Alarm systems

- Servicing of fire and intruder alarms including CCTV and access control systems

Legionella assessment

- Management of the treatment of water systems including tanks

Comprehensive SLA available on request



COST

Premier Service Level

The service level cost (£125 per element) is a one-off cost for buying into the Premier Service Level

Element 1
Heating systems

£125

Element 3
Fabric
£125

Element 5
Legionella assessment
£125

All Elements £500
(inclusive of £125 discount)

In addition to the above one-off cost, you pay the cost of the works and 25% professional/ administration fees on each order

Element 2
Electrical
installations
£125

Element 4
Alarms systems
including CCTV
and Fire
extinguishers
£125

Premier Plus Service Level

The service level cost (£200 per element) is a one-off cost for buying into the Premier Plus Service Level

Element 1
Heating systems
£200

Element 3
Fabric
£200

Element 5
Legionella assessment
£200

All Elements £800
(inclusive of £200 discount)

In addition to the above one-off cost, you pay the cost of the works and 20% professional/ administration fees on each order.

Element 2
Electrical
installations
£200

Element 4
Alarms systems
including CCTV
and Fire
extinguishers
£200

For those who decide not to buy in to our service, we can provide an emergency service. For this level there is a call-out charge of £100 per occasion, plus an hourly charge for our staff (minimum one hour). The hourly charge is £57 per hour.

CONTACTS

For general enquires

Mark Roomes
Technical Support
020 8921 4702
Email: mark.roomes@royalgreenwich.gov.uk

For technical enquiries

Jules Rutt
Maintenance Manager
020 8921 5563
Email: jules.rutt@royalgreenwich.gov.uk

GREENWICH PROPERTY CONSULTANCY SERVICE

The Council has a vested interest in school buildings and services. Our skilled and experienced team of surveyors and engineers with an accumulated wealth of experience and knowledge of Greenwich schools, is able to support your school with an efficient one-stop-shop service that provides access to a cost effective range of professional services.

Our service has a good customer service satisfaction rate and is noted for its consistency of professional technical advice to individual schools and across the portfolio.

With a flexible approach and understanding of issues and demands when working within education premises, we are able to provide full project management services from inception to implementation and completion.

We have a good understanding of the importance of utilisation of in-house professional staff and their technical expertise. We are also able to fully support schools to deliver projects to council standards, whilst following corporate guidelines in terms of procurement, legislation and health & safety.

How can we help you?

Maintenance, improvement projects and other building related professional services

- Major planned maintenance projects such as boiler renewals, re-wiring, re-roofing, window renewals and re-decorations
- Improvement or alteration projects (examples of specifically designed projects include extensions, refurbishment and space planning, heating and electrical improvements)

Project management

- We provide a complete project service agreeing requirements at the outset, managing the design work, obtaining tenders, supervising contractors and managing the payment processes

Other professional services

We provide valuations, disposals, acquisitions, space-planning, party wall matters, insurance claim management, asbestos surveys and advice on structural and drainage issues

COSTS

Level I

Cost of works	Fee costs for maintenance, improvements/ adaptations & new construction
Up to £5,000	17.50%
minimum charge £150	
£5,001 - £15,000	15.00%
£15,000 - £50,000	12.00%
£50,000 - £100,000	11.00%
£100,000 - £500,000	9.50%
£500,000 - £1,000,000	8.50%
Over £1,000,000	8.00%
Project Management	3.00%

Level 2

This service is offered on demand and does not require schools to sign into an annual buy-back arrangement.

Description of work	Cost per hour
Feasibility Studies/Scheme and Estimate reports	£56
Building and structural surveys	£52
Party wall	£44
Additional project works	£73
duties	
Planning advice/Application	£59
Space Planning	£47
Schedule of dilapidation	£42

CONTACTS

For general enquires

Mark Roomes

Technical Support

020 8921 4702

Email: mark.roomes@royalgreenwich.gov.uk

For technical enquiries

Jules Rutt

Maintenance Manager

020 8921 5563

Email: jules.rutt@royalgreenwich.gov.uk



ENERGY PROCUREMENT SERVICE

(IN PARTNERSHIP WITH LASER – KENT COUNTY COUNCIL'S
COMMERCIAL TRADING SERVICE)

FOR INFORMATION ONLY

Sustainability and Renewal (S&R) offer a service that is designed to meet the needs of schools and children's centres for both energy management and procurement.

How can we help you?

Energy Monitoring and Reporting (Mandatory Service)

S&R provides a range of energy management and carbon reduction advice services to support schools, including:

- Collating schools energy consumption data to comply with Greenhouse Gas reporting requirements
- Arranging Display Energy Certificates (a legal requirement), through an external contract and providing the required consumption data
- Providing advice and support to improve energy efficiency and renewable technologies; generating cost savings and reducing CO2 emissions
- Access to the RE:FIT programme, including management & Co-ordination support
- Identifying funding opportunities and assisting with preparation of bid submissions

The cost for the mandatory energy monitoring and reporting service is **£412 per school**. This charge applies to all schools and children's centres, regardless of whether a school has opted into the Council's energy contract procurement arrangement. These charges are issued automatically on an annual basis.

Energy Procurement and Invoicing

The Royal Borough procures its energy through the Central Purchasing Body LASER, whose flexible procurement approach offers an advanced means with which to control the risk inherent in the energy market, whilst also achieving greater leverage with suppliers and more competitive unit rates by aggregating energy volume requirements.



The current LASER energy contract runs until 30 September 2020, and has invited all schools to opt in to this arrangement.

Supplies procured by LASER are either placed into a Fully Managed (FM) or Procurement Only Service Option (POSO) arrangement. The decision on which procurement arrangement to place a supply in to is based on consumption – with larger consuming supplies benefitting from the additional invoice validation that the Fully Managed service provides. The additional fee charged for this service is offset against the savings generated from the identification and resolution of billing errors. Both options provide:

- The arrangement of energy contracts
- Assistance in establishing new sites, meters, disconnections & supply transfers
- Liaison with suppliers including dispute and query resolution

Schools that have opted into the Council's contract arrangement with LASER also benefit from:

- Arrangement of Automatic Meter Reading (AMR) devices to all eligible gas and electricity supplies to ensure accurate billing and monitoring for electricity, gas and water consumption
- Meter reading reminders for procurement only customers, to ensure that schools only pay for the energy they use and are not billed on estimated readings. Meter readings should be sent to:
meter.reading@laserenergy.org.uk
- Access to the Council's Energy Management Software for active consumption monitoring and forecasting
- The initiation and resolution of queries and disputes with energy suppliers, where required

All schools have already been contacted about whether they wish to continue with LASER for their energy procurement. Unless you have not yet returned your confirmation form you do not need to do anything.

RE:FIT Energy performance programme

RE:FIT London is the award-winning and tried and tested programme to help make London's non-domestic public buildings and assets more energy efficient. Established in 2009, the programme not only reduces carbon emissions, but also results in large guaranteed cost savings for the public sector. RBG and RE:FIT can help your school:

- Identify and guarantee cost savings
- Acquire interest free loans to fund measures
- Improve comfort and enhance the learning
- Reduce GHG emissions and improve air quality

Energy conservation measures implemented:

- Lighting replacement and upgrade, including LED lights and automatic occupancy controls
- Electronic descaling of hot water system
- Optimisation of the building management system
- Insulation of valves and pipes in the plant room
- Refrigeration motor control
- Programmable electronic thermostatic radiator valves throughout the school
- Temperature and time controls for heaters

CONTACTS

Energy Procurement Contact
Tharinda Jagathsiri
Resources Team Leader
020 8921 5389
Tharinda.jagathsiri@royalgreenwich.gov.uk

Energy Efficiency/RE:FIT Contact
Steven Fleiss
Sustainability Team Leader
020 8921 4707
Steven.fleiss@royalgreenwich.gov.uk

RE:FIT LONDON



ENERGY SAVINGS.
GUARANTEED.

COST SAVINGS.
GUARANTEED.

IMPROVED
PERFORMANCE.
GUARANTEED.

Project:

Colville Primary School: Retrofit of Victorian Grade II listed school building

Guaranteed energy and cost saving

29% annual energy saving
£9,500 annual cost saving

Value

£65,283 capital investment, funded by interest free Salix loan
Seven year payback period

CO2 reduction 50 tonnes per year

CONTRACTING OUR SERVICES

To commission or renew services from Direct Services to Schools, please log on to <http://servicestoschools.royalgreenwich.gov.uk/> and complete the online forms.

Schools can also download 2018/19 service specifications from <http://servicestoschools.royalgreenwich.gov.uk/>

Unless otherwise identified, independent schools or schools outside Royal Borough of Greenwich Local Authority will be subject to a surcharge (approx. 10% +VAT).

If you have any additional requirements regarding bespoke support packages, please state this on the request form or contact us for further information.

Please return form to:

Caroline Banin
Head of Direct Services to Schools
Royal Borough of Greenwich
Professional Development Centre
1 Waterdale Road
London SE2 0XT

Email: caroline.banin@royalgreenwich.gov.uk or
services-to-schools@royalgreenwich.gov.uk

Tel: 020 8921 5560

RENEWAL AND REQUEST FORM

Please complete this form and return to:
Caroline Banin
Head of Direct Services to Schools
Email: services-to-schools@royalgreenwich.gov.uk

Number of Students
on roll as of 1st April 2018

Number of Staff
on roll as of 1st April 2018

Name	Position
------	----------

The Governing body of _____ School/Establishment

SLA length (Please tick)
1 year ☐ 2 years ☐ 3 years ☐

Wishes to purchase/renew the levels of support as shown below for 2018/19

SERVICE	PURCHASE	RENEW
School Improvement Service Early Years Foundation Stage Primary Secondary Improvement Partner Programme Headteacher performance management Improvement Partner Programme & Headteacher performance management Governor Services clerking, advice and training Governor Services advice and guidance only Statutory Assessment: Academies and Free Schools KS1 and KS2 statutory moderation and monitoring Statutory Assessment updates and support (EYFS, KS1 and KS2)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Performance Analysis Service (PAS) Primary analysis pack (all) Primary one page summary Primary disadvantaged gaps Secondary Analysis pack Special school bespoke Academy census checking All terms Spring Summer Autumn	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Curriculum Service Music Hub Service Physical Education Support Service PSHE - LGBT Support	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

RENEWAL AND REQUEST FORM

Wishes to purchase/renew the levels of support as shown below for 2018/19

SERVICE	PURCHASE	RENEW
Behaviour and Attendance Service		
Attendance Advisory Service	<input type="checkbox"/>	<input type="checkbox"/>
Primary Behaviour Support Service	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Behaviour Support Service	<input type="checkbox"/>	<input type="checkbox"/>
Educational Psychology Service	<input type="checkbox"/>	<input type="checkbox"/>
Outreach Services	<input type="checkbox"/>	<input type="checkbox"/>
Outreach Learning Mentors and Bereavement Support	<input type="checkbox"/>	<input type="checkbox"/>
Counselling in Schools	<input type="checkbox"/>	<input type="checkbox"/>
Restoration and Resilience	<input type="checkbox"/>	<input type="checkbox"/>
Restorative Approaches and Anti-Bullying	<input type="checkbox"/>	<input type="checkbox"/>
Peer Mentoring	<input type="checkbox"/>	<input type="checkbox"/>
Duke of Edinburgh Award	<input type="checkbox"/>	<input type="checkbox"/>
Apprenticeship Programme	<input type="checkbox"/>	<input type="checkbox"/>
NQT		
NQT Induction Service	<input type="checkbox"/>	<input type="checkbox"/>
NQT Recruitment Service	<input type="checkbox"/>	<input type="checkbox"/>
(Please register all NQTs via RBG NQT Manager website)		

SERVICE	PURCHASE	RENEW
Schools Accounting and Bursarial Service	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources Professional Services	<input type="checkbox"/>	<input type="checkbox"/>
Occupational Health, Safety and Wellbeing Service	<input type="checkbox"/>	<input type="checkbox"/>
Legal Service	<input type="checkbox"/>	<input type="checkbox"/>
Property Consultancy Service	<input type="checkbox"/>	<input type="checkbox"/>
Responsive and Cyclical Maintenance Service	<input type="checkbox"/>	<input type="checkbox"/>
Energy Procurement Service	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>



Children's Services
Inclusion, Learning & Achievement

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